Nova Scotia

**Department of Social Services**

PO Box 696
Halifax, Nova Scotia
B3J 2T7

# HOME LIFE SUPPORTS PROGRAM MANUAL

DEPARTMENT OF SOCIAL SERVICES
PROVINCE OF NOVA SCOTIA

May, 1984

## TABLE OF CONTENTS


| | | Page |
|---|---|---|
| 1. | Home Life Supports Program - An Overview | 1-2 |
| 2. | Expanded Homemakers Services Program | 3-11 |
| 3. | Demonstration Projects | 12-15 |
| 4. | In-Home Support Services | 16-19 |

Appendix "A"

Application Forms

## SECTION 1

## HOME LIFE SUPPORTS PROGRAM - AN OVERVIEW

The Government of Nova Scotia, in the Speech from the Throne on February 27, 1984, said it would develop a Home Life Supports Program to further assist needy senior citizens and disabled persons to remain independent in their own homes and communities.

In a statement in the House of Assembly on April 3, Premier Buchanan described the new Home Life Supports Program and indicated that the Department of Social Services had been assigned overall reponsibility for the coordination of the totality of Government's efforts in support of needy senior citizens and the disabled who wish and are able to remain independent in their own homes and communities including the programs administered by Education, Health, Housing, Social Services and other Provincial Government Departments.

On April 18, the Minister of Social Services wrote each Mayor and Warden of the Province with further summary of the Program and announcement that a Policy Manual would shortly be provided. This is that Policy Manual.

During the coming months, the Department will work intensively with municipalities and interested other agencies and organizations to ensure the development of the Program.

### PROGRAM DESCRIPTION

The new Home Life Supports Program includes the following initiatives:

(a) expansion of the present homemakers services program;
(b) establishment of a provincial demonstration fund of $200,000. to encourage and foster local creative and innovative self help, community, inter-generational, volunteer efforts; and
(c) the establishment of a program of cost-sharing with Municipalities, to a maximum of $400. per month per qualified family, for the

provision of in-home support services. The provision of financial assistance to needy senior citizens and disabled persons for in-home support services will remain a municipal responsibility in law and each municipality, as a condition of consideration of funding support from the Province by way of cost sharing, will be required to submit a separate proposal in the format detailed in Section 4 of this Manual.

The Province's funding support of homemaker services agencies will be significantly increased. In addition, provincial funding support for the services currently offered by homemaker agencies will be expanded to include provision for telephone crisis intervention, home handyperson services, some snow shovelling services, meals-on-wheels, wheels-to-meals, respite care, and information and referral services.

A comprehensive Home Life Supports Program must include a health care component such as a home nursing service. This health care component will continue to be funded and/or delivered through the Department of Health.

Funding approvals for the Home Life Supports Program will be separate from, and additional to, other approved cost-sharing allocations.

The three components of the Home Life Supports Program and the procedure to be followed in completing applications for provincial funding support are described in detail in Sections 2, 3 and 4 of this Manual. Application forms for each program component are included in Appendix "A".

## SECTION 2

## EXPANDED HOMEMAKERS SERVICES PROGRAM

A. Background

Since 1978, the Homemaker Services Program has grown and developed in response to the demands for such services at the community level. The positive effect of this program on the quality of life for needy individuals and families, as well as the options it has afforded persons who otherwise may have been required to seek placement in an institutional setting, is well documented.

In order to sustain and expand the current level of homemakers services to meet the care requirements of senior citizens and disabled persons in the community, the Department of Social Services will accept proposals from new or established homemakers services agencies for additional staffing to expand their traditional homemakers services and to offer new, innovative services. As well, applications for funding will be received from interested municipalities and other community organizations and groups that wish to provide homemakers services.

The additional cost of the expanded homemaker services program has been estimated to be $1,249,000. in the current fiscal year. The Province will increase its funding support through cost-sharing with municipalities and approved non-profit agencies throughout the Province, to provide for an 179 additional homemakers in three phases during the current fiscal year as need is demonstrated. The objective is to have an additional 60 homemakers in place throughout the Province by July 2 and a further increase of 119 homemakers by November 30 for a total additional complement of 179 homemakers.

Funding of organizations providing homemakers services under the Home Life Supports Program will be consistent with that established under the Homemakers Services Act and Regulations. The eligibility requirements that now exist to qualify for subsidized homemakers services will remain in effect. Clients who establish both financial need and need for the homemakers services in a manner consistent with the requirements of the Canada Assistance Plan Guidelines for cost-sharing will be eligible for subsidization with their costs of homemakers services. Those clients determined not to be in need will continue to be required to pay.

This Program Manual has been designed to assist agencies with the preparation of applications for provincial funding support. For additional information or advice regarding the homemakers services program, including the completion of the necessary application forms, please contact the office of the Director of Homemakers Services, Department of Social Services, P.O. Box 696, Halifax, Nova Scotia B3J 2T7, or the local field office of the Department.

B. Program Information

It is expected that an agency requesting funding support will provide a more diversified service to a larger number of persons in need. Currently, services provided include personal care of senior citizens, disabled persons and children, meal preparation, laundry, light housekeeping, assistance with shopping, banking and keeping medical appointments, as well as assisting certain sick and disabled persons with basic health care under medical supervision.

In addition to these traditional homemakers services, agencies will be eligible to apply for provincial funding support to broaden their program of services to include the following:

(1) Home handy-person Services - In order to ensure the physical and health safety of senior citizens or disabled persons, basic maintenance may be necessary in their homes. Such maintenance often cannot be carried out by senior citizens or disabled persons even though they are essential to remaining in their own homes. Provincial funding for such basic maintenance is available under the expanded homemakers services program limited to service costs. Funding is not available under the expanded homemakers services program to cover the costs of materials.

(2) Snow Shovelling - Senior citizens and disabled persons capable of looking after themselves are often not capable of clearing snow filled, hazardous walkways or driveways and are fearful of the consequences if they were to require such emergency services as ambulance or fire-fighting. In such situations, the clearance of snow from walkways or driveways may be funded under the expanded homemakers services program.

(3) Adult Day Care - Located in a central community facility, this program would provide an organized social program for frail senior citizens, slightly confused senior citizens or moderately disabled persons, who require care and supervision for a full day or part day because they are lonely or isolated or because the primary care giver requires some relief.

(4) Meals-on-Wheels - Systems of preparing and transporting nutritious meals to senior citizens or disabled persons can mean the difference in their remaining or not remaining independent at home and may be funded through the expanded homemakers services program.

(5) Wheels-to-Meals - Systems for transporting less frail senior citizens or disabled persons to a central dining area, giving a

daily nutritious meal, with the added benefits of socialization and exercise in a supervised environment, may be funded through the program.

(6) Respite Care - This program enables persons providing continuous care to a senior citizen or disabled person to have free time in the form of hours or a day off, or a vacation. Such respite services encourage primary care givers to continue their services to senior citizens and disabled persons and often prevents the breakdown of an otherwise excellent arrangement for those senior citizens or disabled persons who are unable fully to take care of themselves.

(7) Attendant Care - This program provides scheduled part-time attendant service for disabled persons who require such attendant service in order to maintain their independence in their own homes and communities.

(8) Information and Referral Services - The presence of this service ensures that senior citizens and disabled persons are appropriately referred to those agencies that can best meet their needs, as well as providing a way of maintaining periodic contact with senior citizens and disabled persons at home to ensure their well-being.

C. Special Employment Measures

The employment opportunities made available through the expanded homemakers services program will be offered, on a priority basis, to interested and qualified Family Benefits and Social Assistance recipients. In every Nova Scotia community there are persons who, through circumstances, are dependent on Family Benefits and/or Municipal Social Assistance. These persons often have or can acquire skills in homemaking, and with minimal encouragement and training can become valued additions to homemakers services agencies. Staff

for the expanded homemakers services will be selected from a list of qualified candidates in receipt of Family Benefits and/or Social Assistance payments which will be continuously available from the Department of Social Services.

The salary level for homemakers in the expanded homemaker services program will normally be set at minimum wage plus 25¢ per hour and required travel costs.

D. What Kind of Proposals Will Be Considered?

Proposals that:

(1) relate to the activities that are carried out by the agency's homemakers and which are needed to assist senior citizens and disabled persons to live in their own homes and communities;

(2) contain a commitment to offer employment to qualified Family Benefits and/or Social Assistance recipients referred by the Department of Social Services;

(3) demonstrate that the additional new staffing will enable the agency to increase the volume and type of services the agency provides to senior citizens and disabled persons in their homes;

(4) commit the organization requesting funding to honor the funding arrangements established by the Department of Social Services;

(5) commit the organization requesting funding to conduct an orientation program for new staff and to make a commitment to continued training;

(6) indicate the organizations requesting funding are cognizant that this program is permanent in nature and that indicate the

organizations are willing to offer new employees permanent appointment after satisfactory probationary appointment; and,

(7) indicate applicant agencies will undertake to have their homemakers banded. All applicant agencies will be required, as a condition of provincial funding, to take a single bond for their total staff in an amount not less than $1000. per incident and this necessary expense will be funded by the Province at the regular cost-sharing rate under the Home Life Supports Program.

E. Who May Make Application?

Application for funding assistance for the expanded homemakers services program may be made by:

(a) an established non-profit community board-managed homemakers services agency incorporated under the Societies Act;

(b) a Municipal Social Services Department;

(c) a non-profit community organization incorporated under The Societies Act; and

(d) a Children's Aid Society or Family and Children's Services Agency in Nova Scotia.

F. When Do You Apply?

Funding support for the expanded homemaker service program will be available as of July 2. Funding requests for homemakers services programs, to be implemented on July 2,should reach the Department of Social Services by June 15. Funding requests for homemakers services programs to be implemented up to November 30 should be submitted to the Department of Social Services no later than September 15. All proposals for homemakers services programs

should be directed to the Director of Homemakers Services, Department of Social Services, P.O. Box 696, Halifax, Nova Scotia, B3J 2T7.

G. What Happens to Your Application?

All applications for provincial funding support will be reviewed by a Departmental Advisory Committee on Home Life Supports.

H. How Will You be Informed of Proposal Approval or Rejection?

Agencies submitting projects will be informed in writing whether or not their proposal has been accepted and the details with respect to the nature and extent of provincial funding support available and the conditions attached to such funding support.

I. What Happens if the Proposal is Approved?

(1) Agencies approved for provincial funding support will immediately receive a list of potential candidates for employment in the homemakers services program, which will be drawn from a list of Family Benefits recipients who wish to pursue a vocation in the homemakers services field.

Municipalities will also be approached by the Department of Social Services to determine if they wish to refer candidates for employment from their General Assistance Program and this list will be made available by the Department of Social Services to funded homemakers services agencies.

The candidates whose names appear on the list will have been carefully selected on the basis of education, demonstrated skills and expressed interest in pursuing employment in the field of homemakers services.

(2) The Department of Social Services will immediately advance a cheque not exceeding 30% of the approved annual provincial

funding support for the additional approved staff, to facilitate the agency's efforts in hiring and training the new homemakers.

J. What is the Maximum Amount of Provincial Funding Support Available?

The maximum provincial funding support available to any municipality or agency for a homemakers services project will be determined by the scope of the proposal and available provincial funds.

K. What is the Significance of the Present Manual for Homemaker Services?

The provisions set forth in the present Manual for Homemakers Services will continue to apply to existing and expanded services.

L. Completing the Application/Proposal Form

1. Form A/84 - "Application for Funding for Expanded Homemakers Services" is in Appendix "A" of this Manual.

M. Evaluation of the Home Life Supports Program

It is general practice for the Homemakers Services Section of the Department of Social Services to do on-site visits to homemakers services agencies funded by the Department. As well, the Audit Services Division of the Department carries out a review of such agencies not less frequently than annually. These two practices will apply to all agencies funded to administer an expanded homemakers services program.

In addition, the Department of Social Services will implement a formal program of evaluation of the total Home Life Supports Program, including the homemakers services program, through its

Policy Planning and Research Division, to assess the value of this program in assisting senior citizens and disabled persons to remain independent in their own homes and communities who might otherwise require placement in a Home For Special Care.

## SECTION 3

## DEMONSTRATION PROJECTS

A. Program Information

The Department of Social Services has established an annual demonstration fund of $200,000. to assist municipalities, homemakers services agencies and other local community organizations and groups to develop innovative self-help, inter-generational, community volunteer projects in support of senior citizens who with some assistance, can remain independent in their own homes and communities.

This component of the Home Life Supports Program will provide assistance to volunteer and self-help groups in establishing demonstration projects aimed at the mobilization of community responses to identified needs of senior citizens and disabled persons. The key to eligibility for and success of such demonstration projects will be the mobilization of volunteer efforts within the community. Evidence of community support and an evaluation component will be required as conditions of provincial funding. Maximum annual funding of $15,000. will apply to each project, for a maximum of 3 years. Volunteers may be reimbursed for up to their actual out-of-pocket expenses but provincial funding will not be available to cover agency expenses associated with an honorarium or payment of any other kind to volunteers.

B. What Kind of Proposals Will Be Considered

It is expected that organizations will develop proposals which meet identified needs of senior citizens and disabled persons directly related to their independence and ability to remain in their own homes and communities. Proposals will be expected to provide creative and innovative responses to the needs of senior citizens and

disabled persons and to mobilize volunteer community resources. Such proposals should

(1) demonstrate ways to encourage volunteer community involvement, and may include senior citizens and disabled persons as potential sources of volunteer effort in responding to the needs of other senior citizens and disabled persons in their own homes and communities;

(2) demonstrate a need for the services by senior citizens and disabled persons and that the recommended services will appropriately meet these needs while ensuring maximum use of the client's own capabilities and those of the family and the community;

(3) stress that the proposed demonstration project will not supplant or be a substitute for family obligation to senior citizens or disabled persons but will foster, support and assist the family in fulfilling those obligations;

(4) indicate that the organization requesting funding support is prepared to participate in an evaluation process aimed at assessing the impact of the project in fostering volunteer, inter-generational, self-help efforts on behalf of senior citizens and disabled persons in a manner which assists senior citizens and disabled persons to maximize their own efforts to remain independent in their own homes and communities.

C. Who May Make Application?

Applications for funding support will be received from any of the following:

(a) an established non-profit community board managed homemakers services agency incorporated under the Societies Act;

(b) a Municipal Social Service Department;

(c) a non-profit community organization incorporated under The Societies Act; and

(d) a Children's Aid Society or Family and Children's Services Agency in Nova Scotia.

D. When To Apply?

Total provincial funding support of $200,000 will be available in the current fiscal year. Funding requests for projects to be implemented on July 2 should reach the Department of Social Services by June 15. Funding requests for projects to be implemented up to November 30 should be submitted to the Department of Social Services no later than September 15. All projects should be directed to the Director of Homemaker Services, Department of Social Services, P.O. Box 696, Halifax, Nova Scotia B3J 2T7.

E. What Happens to Your Application?

All applications will be reviewed by a Departmental Advisory Committee on Home Life Supports.

F. How Will You be Informed of Proposal Approval or Rejection?

Each submitting agency will be informed in writing whether or not its project has been accepted and the details with respect to the nature and extent of provincial funding support and the conditions attached to such funding support.

G. What Happens if the Proposal is Approved?

The Department of Social Services will immediately advance a cheque not exceeding 30% of the approved annual provincial funding support for the project to assist the agency in the initial costs associated with the development of the project.

Consultative services on a continuing basis will be provided by the Director of Homemakers Services.

H. What is the Maximum Size of the Proposal?

The maximum provincial funding support available to any single project is $15,000. per year for a maximum of 3 years.

I. Completing the Application/Proposal Form

Form B/84 - "Application for funding for a Demonstration Project" is in Appendix "A" of this Manual.

J. Evaluation of the Home Life Supports Program

It is general procedure for the Department of Social Services to carry out on-site visits to all social service agencies funded by the Department. As well, the Audit Services Division of the Department carries out a review of such agencies not less frequently than annually. These two practices will apply to all agencies receiving funding under the Demonstration Project provisions.

In addition to these ongoing procedures, the Department of Social Services will implement a formal program evaluation of the Home Life Supports Program, including the Demonstration Projects, through the Policy Planning and Research Division, to assess the value of these projects in assisting senior citizens and disabled persons to remain independent in their own homes and communities who might otherwise require placement in a Home for Special Care.

## SECTION 4

## IN HOME SUPPORT SERVICES

A. Program Information

The Home Life Supports Program will include an in-home support services component to be provided by Municipalities and to be funded by the federal, provincial and municipal levels of government under the General Assistance cost-sharing provisions of the Social Assistance Act and Regulations and the Canada Assistance Plan.

Needy senior citizens or disabled persons requiring full or part time care from needy family members or special equipment to remain independent in their homes and communities and who would otherwise, according to a departmental classification committee, require placement in a Home for Special Care, are eligible for up to $400 per month by way of Municipal Social Assistance from those municipalities which establish and maintain an in-home support services program approved by the Department for cost-sharing.

B. What Kind of Proposals Will be Considered?

Proposals which

(1) indicate that the senior citizen or disabled person would otherwise require placement in a Home for Special Care at greater public expense than the in-home support services program;

(2) indicate that caring for the individual(s) at home would otherwise be impossible and that the family is unable to provide for the cost of such services;

(3) indicate that the family care givers and the homes are able to offer the necessary care required by the the senior citizen or

disabled family member in a healthy and hazard free environment;

(4) indicate that the senior citizen or disabled person is willing to accept the care arrangements proposed;

(5) indicate that the proposed care giver is a person capable of meeting the needs of the needy senior citizen or disabled family member and is willing to utilize expert resources such as Community Health Nurse, VON or the like as required;

(6) indicate that the senior citizen or disabled person who requires care and the care giver, who is a family member, is willing to allow Municipal Social Services to carry out an initial and ongoing assessment of the financial and social needs of their circumstances to determine the need for Municipal Social Assistance;

(7) indicate that the maximum support available through the Municipal level of Government to needy persons, pursuant to the approved Municipal Social Assistance Policy, shall not exceed $400. per month per family;

(8) indicate that the care giver may not normally qualify for Family Benefits or Municipal Social Assistance and this in-home support services payment at the same time; and

(9) indicate that the services to be provided and funded are confined to the actual costs of care-giving and special equipment required to maximize the independence of the senior citizen or the disabled person in their home and community.

C. Who May Make Application?

A separate application for provincial cost sharing of municipal expenditures on this program must be made by each municipality wishing to establish an in-home support services program.

D. When Do You Apply?

Requests for provincial support by municipalities by way of cost-sharing for the current fiscal year should reach the Department of Social Services by June 15. In subsequent years, such funding requests must be included as a separate requirement in the projected operational plan of each municipality wishing to operate an in-home support services program.

E. To Whom Should the Proposal be Directed?

The Director of Municipal Social Services, Department of Social Services, P.O. Box 696, Halifax, Nova Scotia, B3J 2T7.

F. How Will You be Informed If Your Proposal is Accepted for Funding?

Municipalities submitting requests for funding support by way of cost sharing on expenditures related to an in-home support services programs will be informed whether their requests have been approved for provincial cost-sharing, the nature and extent of provincial funding support available, and the conditions attached to such provincial funding support.

G. What is the Maximum Amount of Support Available?

The maximum provincial funding support available to any single municipality will be determained by the scope of the proposal, the effectiveness of the proposal as determined from past experience and the availability of provincial funds.

H. Completing the Application/Proposal Form

Form C/84 - "Application for funding for In-Home Support" is in Appendix "A" of this Manual.

I. Evaluation of the Home Life Supports Program

It is general procedure for the Department of Social Services to carry out on site visits to all social service agencies, including municipalities, that are funded by the Department. As well, the Audit Services Division of the Department carries out reviews of such agencies annually. These two practices will apply to all organizations funded to administer the in-home support services program.

In addition to these ongoing procedures, the Department of Social Services will implement a formal program of evaluation of The Home Life Supports Program, including the in-home support services component, through the Policy Planning and Research Division, to assess the value of these programs in assisting senior citizens and disabled persons to remain independent in their own homes and communities who would otherwise require placement in a Home for Special Care.

APPENDIX "A"

APPLICATION FORMS

FORM A/84

PROVINCE OF NOVA SCOTIA
DEPARTMENT OF SOCIAL SERVICES

APPLICATION FOR

"EXPANDED HOMEMAKERS SERVICES PROGRAM"

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A. IDENTIFYING INFORMATION

1. Name of Agency .....

2. Mailing Address .....

.....

.....

Postal Code ..... Phone .....

3. If private, non-profit agency, has the agency been incorporated under the Societies' Act?

YES ( ) No ( )

4. Date of incorporation. .....

5. Names and addresses of board members and officers.

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## 8. PROGRAM INFORMATION

1. Describe, in detail, the proposed expansions to the agency's current service including the types of services to be offered, the target population, the geographic areas to be served, the hours of service, the anticipated benefits of the proposed services for the target population and how the need for the proposed new/additional services was determined.

2. Who will be responsible for the application of the income and family size guidelines in determining eligibility of senior citizens, disabled persons and others requesting subsidized homemaker service?

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3. (a) How many senior citizens will be served? .....

(b) How many disabled citizens will be served? .....

(c) How many families with children will be served? .....

## C. STAFFING INFORMATION

1. Please indicate below the number of additional staff to be employed and the required qualifications.

| Number | Type | Full Time | Part Time | Qualifications |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

2. (a) Who will supervise the new/expanded homemakers services program?

(b) Describe, in detail, the nature and extent of training and supervision to be provided to the new homemakers.

3. Please indicate the nature and extent of bonding coverage to be provided by your agency for the new homemakers and the date such bonding coverage will take effect.

4. Describe, in detail, your personnel policies and how they will apply for the new homemakers. **i.e. wages, benefit package, etc.**

**D. FINANCIAL INFORMATION** — **ANNUAL**

(a) Staff Wages (No: X Minimum Wage + 25¢ per hour) $.....

Staff Travel $.....

Employer Contributions (UIC, CPP, etc.) $.....

Bonding $.....

**TOTAL** $.....

(b) Anticipated Revenue from sources other than Department of Social Services

.....% $.....

(c) Amount requested from Department of Social Services $.....

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**E. PROPOSED COMMENCEMENT DATE** ..... **19** .....

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**DATE** .....

**SIGNATURE** .....

**TITLE** .....

FORM B/84

PROVINCE OF NOVA SCOTIA

DEPARTMENT OF SOCIAL SERVICES

APPLICATION FOR

DEMONSTRATION PROJECT

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NAME OF AGENCY .....

.....

.....

Postal Code ..... Phone .....

NAME AND TITLE OF PERSON SUPERVISING THIS PROJECT

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2. TYPE OF AGENCY: Established ( ), or, New ( )

If an established agency, please describe in detail, the role and function of the organization, the present service provided to senior citizens and disabled persons; the proposed new service to be provided by the demonstration project, and, how the proposed demonstration project will enhance the organization's current service in support of senior citizens and disabled persons remaining independent in their homes and communities.

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(con't)

2. TYPE OF AGENCY (con't)

OR:

If a new agency describe, in detail, its purpose, membership, role and function and its current committment and proposed services to senior citizens and disabled persons.

3. THE PROJECT. DESCRIBE FULLY THE SERVICES TO BE DEVELOPED:

Indicate how the project will help senior citizens and disabled persons to remain independent in their homes and communities; detail the nature and extent of the volunteer effort now available; how many volunteers will be involved in this proposed demonstration project; and, how they will be deployed to meet the objectives of the proposed demonstration project.

**4. PROJECT TARGET POPULATION**

How many senior citizens will be served? .....

How many disabled persons will be served? .....

**TOTAL** .....

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**5. PROJECT VALIDATION** Describe the methods that have been used to determine the need for the project and the nature and extent of community support for the proposed demonstration project?

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## 6. FINANCIAL

(a) What is the total funding required for the project? $.....

(b) What amount of funding support is required from the Department of Social Services for this project? $.....

(c) List, by name and amount, other sources or funding support.

| Name | Amount |
|---|---|
| ..... | $..... |
| ..... | $..... |
| ..... | $..... |
| TOTAL | $..... |

(d) Is it intended to employ staff for the project? YES ( ) NO ( )

If yes, how many,

Full Time ( ) Part Time ( )

What are the required qualifications for such staff? .....

.....

What are the proposed salary levels for employed staff? .....

.....

(e) Will the volunteers require assistance with out-of-pocket expenses? YES ( ) NO ( )

If yes, how much per year? $.....

(f) Are there special items the project will require to assist volunteers to provide services to the target groups? YES ( ) NO ( )

If yes, please identify the required items and the annual cost of providing these items:

| Item | Cost |
|---|---|
| ..... | $..... |
| ..... | $..... |
| ..... | $..... |
| ..... | $..... |
| TOTAL | $..... |

Any additional identifiable costs associated with the demonstration project:

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DATE OF APPLICATION

SIGNATURE

TITLE

ADDRESS: _____

_____

_____

_____ Postal Code _____

PHONE NUMBER: _____

FORM C/84

PROVINCE OF NOVA SCOTIA

DEPARTMENT OF SOCIAL SERVICES

APPLICATION FOR

IN-HOME SUPPORT SERVICES

SOCIAL ASSISTANCE ACT - PART II

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NAME OF MUNICIPAL UNIT: .....

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.....

Postal Code ..... Phone .....

NAME AND TITLE OF PERSON SUPERVISING THIS PROJECT

.....

.....

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2. TAGET GROUP

How many senior citizens will be assisted through the in-home support services program? .....

How many disabled persons will be assisted through the in-home support services program? .....

How was the need for the in-home support services program determined?

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3. IN-HOME SUPPORT SERVICES

Describe, in detail, the proposed in-home support services to be provided to senior citizens and disabled persons.

4. FINANCIAL

(a) What are the estimated gross costs of the proposed in-home support services program? $.....

(b) What is the estimated cost to the Municipality? $.....

(c) What is the estimated cost to the Province? $.....

5. PROPOSED COMMENCEMENT DATE ..... 19 .....

DATE .....

SIGNATURE .....

.....

CHAIRMAN
SOCIAL SERVICES COMMITTEE